

Guidance for Dealing with Lost Property and Use of Academy Resources Provided to Students

Aim

To clarify the Academy's position regarding the care of personal items brought on to the school site by students and the procedures to be followed if personal items are lost.

Set out the status of Academy Resources and expectations when these are provided to students to use.

Purpose of this Guidance

The purpose of this guidance is to advertise procedures for preventing valuable items from being brought into school. Furthermore, when items of property are lost, this document provides guidance to students and parents about how we can help in trying to find these.

Lost property means any unattended, abandoned, misplaced, or forgotten item which is found on the school premises. Every reasonable effort will be made to retrieve property when reported lost. However, the Academy does not accept any responsibility for replacement costs.

Our Uniform Policy provides clear guidelines with regard to uniform, jewellery, hairstyles, personal property and possessions that students should bring to school. Please follow these guidelines and help us to maintain a safe environment where respect is shown by all and for all property.

The majority of items reported lost or stolen are usually misplaced and are often found not long after being lost. Please help us by encouraging your child to make sure they have all their belongings with them when leaving one area of school for the next and ensuring they do not bring valuable items to school.

Devices, textbooks and property supplied by the Academy remains the property of the school. Parents will be charged for lost or damaged goods.

Guidance

- The Academy can accept no responsibility for loss or damage to the personal property of students unless the item(s) have been lost or damaged due to the specific negligent action or inaction of a staff member or other representative of the Academy working in school on our behalf. The owner brings items and belongings into school at their own risk.
- To minimise the possibility of property being lost, all students and their parents are asked to make sure that, where possible, all items of clothing and equipment are suitably labelled with your child's full name so that lost property can be returned to its owner as soon as possible. Any named items found will be kept in the pastoral office for collection.
- Students are asked to make sure that all their personal property and any school property that has been issued to them is kept safely on their person/in their possession wherever possible, or is left in the faculty area when necessary i.e. during PE lessons. Faculty areas in which personal belongings are routinely left by students will be locked and secured until students return to their possessions.

- Representatives of the Academy, such as pastoral staff, the administrative and reception team, or PE Teachers may be asked to take care of valuable items. Scenarios in which this may take place include if items are confiscated, or during lessons in which personal items are left behind in the changing room (as noted above).
- Students are asked not to bring any items of significant value to school with them. This includes valuable items of tech, clothing, or large sums of money. Students bring personal belongings on to site at their own risk and the Academy will not accept responsibility for loss, damage or theft.
- Valuable items must never be left unattended by students around the school site.
- If items are found unattended around school and reasonable efforts to locate the owner are unsuccessful, they will be assumed to be lost property and taken to the pastoral office.
- Students are not allowed to use mobile phones in school – see our Mobile Phone Policy
- In the event of a fire or emergency evacuation of the building, coats, bags and other belongings are to be left behind in accordance with our health and safety policies.
- If items are confiscated, such as mobile phones, these will be managed by the pastoral team with help from our administrative staff. Only parents may collect these items and they will not be returned to your child.
- If a student believes they have lost an item of property, they should retrace their steps in an effort to find it first. If unsuccessful, they should report lost property to a member of staff and/or see staff in the pastoral office, who can check lost property and/or take a report from the student if lost items have not been found or handed in at that point.
- All unclaimed lost property will be disposed of at the end of each term, or put to re-use, either in school or by donation to approved partners/charities of the Academy's choosing.

Damage to School Buildings, Fittings, Furniture or Apparatus

Devices, textbooks and property supplied to students for personal use by the Academy remains the property of the school. Parents will be charged for lost or damaged goods where necessary, particularly if this is as a result of deliberate, wilful or negligent behaviour on the part of the student or parent.